

City of Burbank
Parks and Recreation Department
Summer 2017
Counselor-In-Training Program Application

Dear Student:

The City of Burbank Parks and Recreation Department is recruiting for the Counselor-In-Training (CIT) Program. The CIT program is a nine week experience for high school students. This is a terrific opportunity for students to gain valuable work experience, while enhancing their resumes, accumulating volunteer/ service learning hours, and having a great time!

Components of the Counselor-In-Training program include daily interaction with children and staff in summer camp programs, hands-on experience working with children, and interactive training sessions. Students will assist and lead arts, crafts, sports activities, games, special events, and more! CIT training sessions will explore activity planning and career opportunities. This experience will help prepare teens for a future career in recreation, childcare, or other fields.

****Please note:** Applicants must (1) currently be enrolled in high school; (2) not either presently be or have been declared a ward of the court pursuant to Welfare and Institutions Code § 602; or, (3) not either presently be or have been under a program of supervision pursuant to Welfare and Institutions Code § 654. Also, if selected, CITs may not have more than 3 unexcused absences during the nine week program.

Attached is a Counselor-In-Training application. Please submit the completed application and supplemental to: Verdugo Recreation Center located at 3201 W. Verdugo Ave or to Ayanez@Burbankca.gov.

Applications will only be accepted April 3rd through April 21st. If you have a resume and cover letter, please attach it to your application.

Interviews will be held the week of May 1st. We will contact you to assign a time for your interview.

If you have any questions, please email me at Ayanez@Burbankca.gov or call 818.238-5390. Thank you for your interest in our program and volunteering in the Burbank community!

Sincerely,

Andrea Yanez

Senior Recreation Leader

City of Burbank | Parks & Recreation Department



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Summer 2017
Counselor-In-Training Program Application

Name _____ Age _____ Birthdate _____

Address _____ Zip _____

Home Phone () _____ Mobile Phone () _____

E-mail _____ High School _____

Grade level in Summer 2017 _____ T-shirt Size: AS AM AL AXL AXXL

*** Program runs from June 5th - August 4th — Nine weeks**

***Volunteer hours range from 7:30-am- 6:00pm unless otherwise noted below**

***Please circle preferred days (2 days a week minimum):**

Monday – Friday

Monday, Wednesday, Friday

Tuesday, Thursday

Other: _____

***Please rank (1-7) in order of preference:**

The City of Burbank has the option to place applicant where needed for summer 2017 assignment.

___ Creative Arts Center- Art Experience Camp, 5-10 years old, 1100 W. Clark Ave

___ Verdugo Recreation Center, Teen Camp: 11-14 years old, 3201 W. Verdugo Avenue

___ McCambridge Recreation Center, 5-10 year old Camp, 1515 N. Glenoaks Blvd

___ Robert Gross Park 5-11 year old Camp, 2800 W. Empire Ave

___ Ovrom Park, Tot Camp, 601 S. San Fernando Blvd

___ Verdugo Recreation Center- 5-10 years old Camp, 3201 W. Verdugo Avenue Ave

___ Stough Canyon Nature Center, 3-10 year old Camp, 2300 W. Walnut Avenue

****Supplemental Application required. Please see next page****

Complete applications (w/ supplemental) will only be accepted April 3, 2017 – April 21, 2017.

Applicants will need to interview for a position. If selected, students will have a mandatory orientation meeting May 15th. For more information, please call (818) 238-5390 or email Ayanez@Burbankca.gov.

Return complete applications to:

Verdugo Recreation Center

3201 W. Verdugo Ave.

or

Ayanez@Burbankca.gov

City of Burbank
Parks and Recreation Department

Please answer the questions listed below. Your response to the following questions will assist us in evaluating your qualifications for the position of Counselor-In-Training. Please print neatly on this form or type your response.

- 1) Please list your extracurricular activities in school and/ or afterschool? What are your interests and/or hobbies?